



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## DEPUTY EXECUTIVE DIRECTOR

Job Number: 20001938

Job Code: 99430V000101

Job Group: 9900 - UNCLASSIFIED SERVICE

Job Established: 07/01/2000

Job Revised: 10/16/2008

Grade: 20 Salary (MIN - MID):

\$32,018-\$42,418 - Hourly

\$5,202.94-\$6,892.94 - 37.5 Hr. Monthly Salary

\$5,549.80-\$7,352.46 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Serves as deputy to an executive director of a board, commission, or office. Provides general administrative policy support and direction within parameters as defined and assigned by executive director; and performs other duties as required.

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

Sufficient education which would assure the knowledge, skills and abilities to accomplish agency objectives.

#### **EXPERIENCE:**

Sufficient professional level administrative experience which would assure the knowledge, skills and abilities to accomplish agency objectives.

#### **Substitute EDUCATION for EXPERIENCE:**

NONE

#### **Substitute EXPERIENCE for EDUCATION:**

NONE

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Plans, coordinates and supervises programs, operations and functions of an organizational unit or units as assigned by the executive director. Advises and represents executive director in staff meetings, with other state and federal agencies, congressional representatives, local officials and the general public. Works with the board, commission and other principal advisors in establishing goals and objectives for the agency. May direct all administrative and operational services. Serves as liaison with other departments staff offices on all matters relating to programs administered by agency. Conducts, monitors and interprets research projects or special studies as requested by executive director. Analyzes and interprets financial and programmatic data as it relates to policy development. Prepares and reviews budget documents for both state and federal fiscal years.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title perform duties in an office setting.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*